Program for Transportation of the Mobility Disadvantaged in Rural Manitoba

Program Guidelines

Honourable
John S. Plohman
Minister

Manitoba
Highways and
Transportation

PROGRAM OF THE TRANSPORTATION OF THE MOBILITY DISADVANTAGED IN RURAL MANITOBA

PROGRAM GUIDELINES

INTRODUCTION

The Province of Manitoba sponsors a program designed to assist communities to provide transportation services for mobility disadvantaged persons in rural Manitoba. The program makes provision for grants to assist in defraying the cost of acquiring and operating equipment to provide transportation for those who are unable to utilize available transportation facilities without special facility or planning.

To qualify for funding under this program, the sponsoring community concerned must demonstrate a commitment to keep a service in operation once it is established. The transportation provided must also meet minimum standards for service and safety as set out in these guidelines. The service must be available to all mobility disadvantaged individuals in the community. The sponsoring community will be required to cover any deficit after receipt of grants, donations and user fees.

Additional information may be obtained from:

Transportation Policy, Programs
and Research Division
Department of Highways & Transportation
15th Floor - 215 Garry St.
Winnipeg, Manitoba
R3C 3Z1

Telephone: (204) 945-2009

GUIDELINES

The guidelines regarding qualification for grants under this program are outlined below. These guidelines may be modified from time to time.

1. Municipal Participation

   a. Grants will only be made to the municipal government which agrees to sponsor a service. Two or more municipalities may work together but one must act as sponsor of a joint service for the purpose of receiving grants.

   b. The sponsoring municipal government may operate the service directly or enter into an agreement or contract with a third party for its operation.

   c. The sponsoring municipal government may choose any form of organization it wishes in order to administer and monitor the operation of the service.

   d. The community will be responsible for raising 62 1/2% of the gross operating expenses. It is suggested that of the gross operating expenses, a minimum of 25% be covered by user fees. The sponsoring municipal government will be responsible for any deficit that may occur after receipt of grants, donations, user fees and other fund raising activities.

2. Eligibility

   a. Service will be provided on an equitable basis to all mobility disadvantaged persons, defined as follows:

Any individual who by reason of illness, injury, age, congenital malfunction or other permanent or temporary incapacity or disability is unable without special facility or special planning or design to utilize available transportation facilities.

b. Service will be provided to all eligible persons without regard to any group membership, affiliation, residency, etc.

c. Service will be provided to mobility disadvantaged persons visiting from any other community on the same basis as is offered to local residents.

3. Services

a. The service provided must be available to the community for a minimum of forty hours within a seven day period.

b. Service will be from the door of pickup to the door of destination. There will be no centralized pick-up or drop-off locations.

c. In cases where demand exceeds capacity, priorities will be established by the local board or authority overseeing operation of the service.

d. Escorts or attendants shall be allowed to ride with those mobility disadvantaged persons requiring escorts or attendants.

4. Vehicles and Equipment

a. Vehicles and equipment must meet the minimum standards for vehicles under the Canada Motor Vehicle Safety Standards Act, and the Manitoba Highway Traffic Act, and other provincial and federal laws, regulations and orders which exist or may come into existence in the future.

b. Vehicles can be inspected at anytime by the Department of Highways and Transportation, its designate, or any police officer to determine if the vehicle is maintained in an adequate and safe condition, and is being operated in accordance with the Manitoba Highway Traffic Act and Regulations.

c. If the vehicle is being operated contrary to the Manitoba Highway Traffic Act, or in a careless or negligent manner, service will be discontinued immediately and will not be resumed until all necessary changes are made.

d. Vehicles will be provided with adequate two-way communication equipment. Consideration should be given to using base station and other facilities previously established for hospitals, school buses or municipal vehicles. Clearance may have to be sought for using a radio frequency as it may interfere with existing communication frequencies.

e. Vehicles must be kept fully insured at a level of coverage that may be specified by the province. Additional insurance coverage is encouraged.

5. User Fees

a. User fees will be estabished by the sponsor. It is recommended that user fees cover approximately 25% of gross operating expenses.

6. Operating Authority

a. All services will obtain from the Motor Transport Board a Designated Public Service Vehicle operating authority to transport mobility disadvantaged persons as an Inter-municipal Livery service.

7. Grants

a. There are three types of grants available under this program. They are:

1) Start-up Grants for approved services and:

i) will be made on a one time basis to assist sponsors in the establishment of a new service and in defraying costs during the initial operating period;

ii) will be for $6,000;

iii) will be in addition to any initial capital grant authorized.

2) Capital Grants for the acquisition of capital assets.

i) will be made on a 'one time' basis to assist in the purchase of a specific capital asset;

ii) may be made on subsequent occasions for the purchase of additional (not replacement) capital assets;

iii) will not be granted for the acquisition of replacement assets, which must be provided for in normal operations;

iv) must be approved in advance; and

v) will be 50% of the actual cost of the capital asset with a maximum grant of $10,000.

3) Operating Grants to assist in defraying the operating costs of providing a transportation service for the mobility disadvantaged. They are made annually and:

i) will be based on 37½% of the gross operating expenses to a maximum of $20,000 per year. The formula used to calculate operating grants will be:

Gross Operating Expenses X 37½% = $ _____

ii) will be based upon expenses incurred during the calendar year. Applications must be supported by an audited financial statement, and applicable operating data must be **received by the Transportation Policy, Programs & Research Division by March 1.**

iii) The 37½% is based on the formula of gross operating expenses less an assumed 25% user fees divided equally between the provinces and the community.

iii) in order to minimize cash flow problems, an interim grant based upon the operating expenses incurred during the period January 1 to June 30 may be made. Applications supported by an unaudited financial statement, must be **received by the Transportation Policy, Programs & Research Division by August 1;**
The maximum interim grant will be the lesser of:

1) $10,000 which is half of the maximum operating grant for the year.
2) One half of the grant due to the community calculated according to the year's budget filed with Transportation Programs, or
3) The amount of interim grant requested.

Any interim payment will be reconciled with and be deducted from the annual operating grant for the full year which is supported by an audited financial statement.

iv) in determining the final grant payment a reconciliation will be made between the interim and annual operating grants.

9. To remove any uncertainty and ensure the continuity of the service, sponsoring communities will continue to receive operating grants providing their operation complies with these guidelines and funds are available within the program.

10. Applications for Grants

a. all applications for grants shall be made on the appropriate form;

b. applications for start-up and capital grants may be submitted on the attached form at any time;

c. in the case of capital grants, which must be approved in advance, no financial commitment should be made in anticipation of approval;

d. upon approval of an application for a capital grant, the capital asset specified in the application may be purchased and invoices submitted that bear a certificate stating that

> "The funds have been expended for the asset named therein which is to be used to provide a transportation service to the mobility disadvantaged in rural Manitoba."

Cheques will be requisitioned upon receipt of the certified invoices;

e. interim operating grant applications, based upon the operating expenses from January 1 to June 30, and supported by a financial statement, **must be received by August 1;**

f. annual operating grant applications, based upon the calendar year and supported by an audited financial statement, **must be received by March 1;**

g. all applications will be screened to ensure conformity with these guidelines and sponsoring communities will be advised whether the grant has been approved, amended or denied;

h. all applications for grants will only be accepted from, and cheques made payable to, the sponsoring municipal government;

i. all applications shall be submitted to:

Transportation Policy, Programs & Research Division
Department of Highways & Transportation
15th Floor - 215 Garry St.
Winnipeg, Manitoba
R3C 3Z1

11. Accounting and Reports

a. Audited annual reports and applicable operating data will be required from the sponsoring community. These reports will include financial statements regarding capital expenditures and operating costs as well as such information which, from time to time, will be specified by the Province to monitor the quality and success of the transportation program for the mobility disadvantaged. Data which may be required would include information such as number of trips, fares charged, purpose of trips, mileage and travel per day.

PROGRAM FOR TRANSPORTATION OF THE MOBILITY DISADVANTAGED
IN RURAL MANITOBA

APPLICATION FOR START-UP AND/OR INITIAL CAPITAL GRANT

Name of Sponsoring
Municipal Government _____

Mayor or Reeve _____

1. Type of grant applying for: ____ Start-up
____ Capital Only
____ Both Start-up and Capital

2. State the goals and specific program objectives for the mobility disadvantaged transportation service:

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

3. State the need for the transportation service within the community.

4. Identify a priority group (or groups) in your community for transportation within the provincial program guidelines.

5. Identify any available resources within and outside the community for any transportation service currently being provided or now being proposed.

6. Describe and attach a map of the area in which the proposed transportation service will operate.

_____

_____

_____

_____

_____

7. In the area you propose to serve, what is the population of the following:

   a. total population ____
   b. elderly component in the area requiring a transportation service ____
   c. the handicapped in the area who are not elderly ___

8. List any other municipal governments which will provide financial support to the sponsoring municipal government.

_____

_____

_____

9. What is the name of the committee that will administer the program?

_____

_____

10. List the names, addresses and affiliation of the committee members.

11. Provide the name and address of the proposed operator of the transportation service and the type of contractual arrangement that will be made with the sponsorer.

12. Capital grants for the acquisition of capital assets such as vehicles are subject to the following conditions:

    a. will be made on a 'one time' basis to assist in the purchase of a specific capital asset;

    b. may be made on subsequent occasions for the purchase of additional (not replacement) capital assets;

    c. will not be granted for the acquisition of replacement assets, which must be provided for in normal operations;

    d. must be approved in advance; and

    e. will be based on 50% of the actual cost of the capital asset to a maximum of $10,000.

13. Provide a full description, including costs, of the item(s), to be purchased with the capital grant.

_____

_____

_____

_____

_____

14. Provide a capital budget, using the format below as a guide:

Sources of Capital

Provincial Grants	$ _____	
	_____	
Municipal Grants	_____	
	_____	
	_____	
	_____	
Donations and	_____	
Grants from Other Sources	_____	
	_____	$ _____

Capital Costs

Van	$ _____	
Radio Equipment	_____	
Other (specify)	_____	
	_____	$ _____

15. Provide an operating budget for the coming year using the format below as a guide.

OPERATING BUDGET
for Year One

Revenue

User fees	$_____	
Grants		
- Province of Manitoba		
- operating	_____	
- start-up	_____	
- other(specify)	_____	
- Town of _____	_____	
_____	_____	
- R.M. of _____	_____	
_____	_____	
_____	_____	
Donations	_____	
Fund Raising	_____	
Other	_____	
Total Revenue		$_____

Expenditures

Wages and Benefits	$_____	
Vehicle		
- Gas and oil	_____	
- Repairs and maintenance	_____	
- licences and insurance	_____	
- storage	_____	
Depreciation	_____	
Radio Licences	_____	
Advertising	_____	
Office Supplies	_____	
Professional Fees (audit, legal)	_____	
Rent	_____	
Utilities	_____	
Telephone	_____	
Administration	_____	
Travel Expenses	_____	
Reserve for bad debts	_____	
Bank Charges and Interest Expense	_____	
Miscellaneous	_____	
Total Expenses		$_____

Surplus/Deficit $_____

16. With the submission of this application for a start-up and/or capital grant provided by the Province of Manitoba under the Program for Transportation of the Mobility Disadvantaged in Rural Manitoba the _____
City, Town, Village, R.M. or L.G.D.
of _____ hereby agrees to act as a sponsor of a transportation service for mobility disadvantaged persons.

17. We declare that:

    1. Service will be provided on an equitable basis to all mobility disadvantaged persons in the area defined in the application.

    2. The service will meet minimum standards for service as set out in the program guidelines.

    3. Any deficit that may occur after receipt of grants, donations and user fees will be the responsibility of the _____ of _____
    (City, Town, Village, R.M. or L.G.D.)

(Name) (Title)

Signed _____ _____

_____ _____

at _____ of _____
(City, Town, Village, R.M. or L.G.D.)

This _____ day of _____, 19__.